



# COUNTY OF LOS ANGELES

## Internal Services Department

1100 North Eastern Avenue  
Los Angeles, California 90063



Dave Lambertson  
Director

*To enrich lives through effective and caring service.*

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May 25, 2005

**Agenda Date: June 7, 2005**

The Honorable Board of Supervisors  
County of Los Angeles  
383 Kenneth Hahn Hall of Administration  
500 West Temple Street  
Los Angeles, CA 90012

Dear Supervisors:

**GRANT ACCEPTANCE TO FUND THE COUNTY OFFICE OF SMALL BUSINESS /  
PROCUREMENT TECHNICAL ASSISTANCE CENTER (OSB/PTAC)  
(ALL DISTRICTS - 3 VOTES)**

**IT IS RECOMMENDED THAT YOUR BOARD:**

Authorize the Director to execute all documents and contracts, including amendments, required to receive and implement federal grant funding for the County's Office of Small Business resulting from submission of the application under a cooperative agreement with the U.S. Department of Defense Logistics Agency to function as the County's Procurement Technical Assistance Center (PTAC).

**PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION**

On April 18, 2005, the County's Office of Small Business (OSB) transferred from the Community Development Commission (CDC) to the Internal Services Department (ISD). Since 2000, OSB has applied for and received an annual federal grant through the Department of Defense Logistics Agency (DLA) for its Office of Small Business/Procurement Technical Assistance Center (OSB/PTAC). This recommended action ratifies ISD as the County department authorized to receive the grant funds.

The grant funds approximately thirty workshops, training sessions and individual counseling sessions annually for businesses that want to compete for County, other local agency, State and Federal government contracts. Since 2000, the OSB/PTAC has worked with over 4,000 businesses in its outreach and education role.

The Honorable Board of Supervisors  
May 25, 2005  
Page 2

### **Implementation of Strategic Plan Goals**

The above recommendations promote the Board-approved Strategic Plan Goals of Service Excellence, Organizational Effectiveness and Fiscal Responsibility.

### **FISCAL IMPACT**

There is no increase in Net County Cost. Approval of this recommended action will ensure the grant funds are directed to the appropriate County department. The grant totals \$141,250 for fiscal year 2004-05. The amount will remain fixed for the 2005-06 fiscal year.

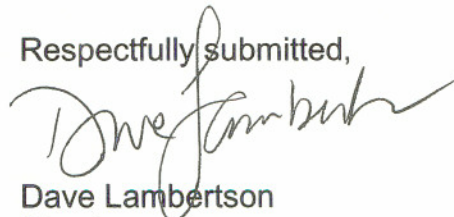
### **FACTS AND PROVISIONS/LEGAL REQUIREMENTS**

The Department of Defense Logistics Agency is the agency that makes the award for the Solicitation for Cooperative Agreement Application. The funding is awarded on a Federal fiscal year basis.

### **CONCLUSION:**

This recommended action transfers the authority to apply for, and accept federal grant funding for the OSB/PTAC from the Community Development Commission to the Director, Internal Services Department.

Respectfully submitted,



Dave Lambertson  
Director

DL:j

Attachment (1)

c: Chief Administrative Officer  
County Counsel  
Auditor Controller  
Community Development Commission



# Los Angeles County Chief Administrative Office

## Grant Management Statement for Grants \$100,000 or More

**Department:** Internal Services Department

**Grant Project Title and Description:** Office of Small Business/Procurement Technical Assistance Center

The grants funds approximately 30 workshops, training sessions and individual counseling sessions annually for businesses that want to compete for County, other local agency, State and Federal contracts.

**Funding Agency**

U.S. Defense Logistics Agency

**Program (Fed. Grant #/State Bill or Code #)**

Catalog Fed. Domestic Asst. #12.002

**Grant Acceptance Deadline**

N/A

**Total Amount of Grant Funding:** \$141,250

**County Match:** \$155,275

**Grant Period:** 1 year with renewable options

**Begin Date:** 10-1-04

**End Date:** 9-30-05

**Number of Personnel Hired Under This Grant:** 1

**Full Time:** 1

**Part Time:** 0

**Obligations Imposed on the County When the Grant Expires**

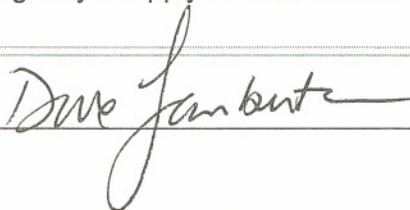
Will all personnel hired for this program be informed this is a grant-funded program?	Yes X	No
Will all personnel hired for this program be placed on temporary ("N") items?	Yes	No X
Is the County obligated to continue this program after the grant expires?	Yes X	No
If the County is not obligated to continue this program after the grant expires, the Department will:		
a.) Absorb the program cost without reducing other services	Yes X	No
b.) Identify other revenue sources (describe below)		
	Yes	No
c.) Eliminate or reduce, as appropriate, positions/program costs funded by the grant.	Yes X	No

**Impact of additional personnel on existing space:**

N/A

**Other requirements not mentioned above:** The County's Office of Small Business was transferred from the Community Development Commission (CDC) to the Internal Services Department (ISD) on April 18, 2005. OSB receives an annual grant from the US Dept of Defense Logistics Agency to function as the County's Procurement Technical Assistance Center. ISD's June 7, 2005 Board letter recommends ISD be designated as the authorized agency to apply for and receive the DoD grant funds on behalf of OSB.

Department Head Signature



Date: 5-25-05